



RECIPROCITY PRIVILEGES CHECKLIST

Instructions – The information listed below must be received by the Virginia Department of Health, Radioactive Materials Program. Failure to provide this information and fee will result in denial of reciprocity privileges. Any person who holds a specific license from the NRC or another agreement state, and issued by the agency having jurisdiction where the licensee maintains an office for directing the licensed activity and at which radiation safety records are normally maintained, is hereby granted a general license.

Under the provisions of 12VAC5-481-590, the activities authorized in such licensing document maybe performed within the Commonwealth of Virginia for a period not in excess of 180 days in any calendar year.

REQUIRED INFORMATION CHECKLIST

Annual information

- ☐ Letter requesting reciprocity recognition for the current calendar year.
- ☐ An up-to-date copy of the pertinent license.
- ☐ Documentation of training for individual(s) (authorized users)
- ☐ The fee for reciprocity listed in 12VAC5-490: \$ _____

Specific job information (at least 3 days prior to commencing work)

- ☐ Name of company for whom service will be performed
- ☐ Name of individual representing that company
- ☐ Telephone number of that individual
- ☐ Exact location where services will be performed
- ☐ Starting date
- ☐ Duration of service
- ☐ Type of service to be performed
- ☐ Name of individual(s) performing service
- ☐ In-state address where material will be stored (ex. Motel name and address)
- ☐ Identification of sources of radiation to be used